

## ROUTING AND TRANSMITTAL SLIP

2 Feb 87

|                        |                 |                |
|------------------------|-----------------|----------------|
| TRANSMITTAL SLIP       |                 | DATE 28 Jan 87 |
| TO: DDA                |                 |                |
| ROOM NO.<br>7D24       | BUILDING Hqs.   |                |
| REMARKS:               |                 |                |
| FROM: D/IG/Audit Staff |                 |                |
| ROOM NO.<br>1201       | BUILDING<br>Key | LOCATION       |

FORM NO.  
1 FEB 56 241REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

|                                                               |                      |                  |
|---------------------------------------------------------------|----------------------|------------------|
| TO: (Name, office symbol, room number, building, Agency/Post) | Initials             | Date             |
| 1. DIRECTOR OF LOGISTICS                                      |                      |                  |
| 2.                                                            |                      |                  |
| 3.                                                            |                      |                  |
| 4.                                                            |                      |                  |
| 5.                                                            |                      |                  |
| Action                                                        | File                 | Note and Return  |
| Approval                                                      | For Clearance        | Per Conversation |
| As Requested                                                  | For Correction       | Prepare Reply    |
| Circulate                                                     | For Your Information | See Me           |
| Comment                                                       | Investigate          | Signature        |
| Coordination                                                  | Justify              |                  |

## REMARKS

#1 - FOR ACTION: PLEASE PROVIDE RESPONSE

VIA THE DDA.

SUSPENSE: 2 MARCH 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|                                        |  |                |
|----------------------------------------|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) |  | Room No.—Bldg. |
| EXA/DDA                                |  | Phone No.      |

5041-102

☆ U.S. GPO: 1966-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

DD/A Registry  
87-0182X

~~SECRET~~

22 January 1987

MEMORANDUM FOR: Director of Logistics

VIA: Inspector General

FROM:   
Deputy Inspector General for Audit

SUBJECT: Report of Audit of Printing and Photography  
Division, 1 April 1983 - 31 October 1986

1. Subject report is attached for your review. Please advise me of action taken on the recommendations.

2. The cooperation and assistance provided during the audit is appreciated.

Attachment:  
As stated

Distribution:  
Orig. - D/OL  
1 - DDA  
1 - D/OF  
1 - O/Compt/BMG

ALL PORTIONS CLASSIFIED SECRET

S E C R E T

REPORT OF AUDIT  
Printing and Photography Division

For the Period  
1 April 1983 - 31 October 1986

SUMMARY

1. During the audit period, internal controls and procedures for the custody and use of Agency resources were generally effective and in compliance with applicable regulations and directives. This report contains recommendations concerning the control of accountable property. Other administrative problems were discussed with responsible officers and resolved during the audit.

SCOPE

2. The audit included a review of administrative functions to evaluate the effectiveness of internal controls and procedures and to ensure compliance with Agency regulations and other pertinent directives. Logistical transactions were reviewed to determine whether documentation was in accordance with applicable regulations. Financial transactions are reviewed during the audit of the Office of the Director of Logistics.

GENERAL

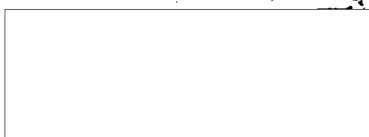
3. Printing and Photography Division (P&PD) maintains and operates centralized printing and reproduction facilities at Headquarters. It also provides technical guidance and graphic and visual aid support to all Agency activities for the planning and production of publications, documents, and photographic materials originating within the Agency. In addition, P&PD is responsible for administering the Agency-wide copier management program and provides special printing services for the Agency components and other U.S. Government agencies upon request.

25X1



ALL PORTIONS CLASIFIED S E C R E T

25X1



S E C R E T

**Page Denied**

Next 1 Page(s) In Document Denied